COVER SHEET FOR AMENDMENT OF POST-TRAVEL SUBMISSION

DSECRETARY OF THE SENATE PUBLIC RECORDS

2018 AUG -9 PM 2: 56

Instructions: Use this form as a cover sheet for any paperwork you may need to submit to the Office of Public Records in order to make your Privately Sponsored Post-Travel Submission complete in accordance with Rule 35. Only complete this form if you need to submit an amendment to a post-travel filing you have already submitted.

SUBMIT DIRECTLY TO THE OFFICE OF PUBLIC RECORDS IN 232 HART BUILDING

Name of Traveler: Ann Marie Hauser	_
Employing Office/Committee: Senate Republican Conference	
Travel Expenses Paid by (List all sources): Congressional Institute	
Travel Date(s): January 31-February 1, 2018	
Description/Title of Attached Forms: Form RE-1 (Employee Pre-Travel Authorization) final form and invitation;	<u> </u>
Private Sponsor Travel Certification Form (PSTCF)	
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Purpose of Amendment (describe the reason for amending original submission): Updated forms.	-
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August 9, 2018 MM MMS &	
(Date) (Signature of Traveler,)

EMPLOYEE PRE-TRAVEL AUTHORIZATION

<u>Pre-Travel Filing Instructions</u>: Complete and submit this form at least 30 days prior to the travel departure date to the <u>Select Committee on Ethics</u> in <u>SH-220</u>. Incomplete and late travel submissions will <u>not</u> be considered or approved. This form <u>must</u> be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

(Revised 10/19/15)

Date/Time Stamp:

Form RE-1

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	Name of Traveler: Ann Marie Hauser
	Employing Office/Committee: Senate Republican Conference
	Private Sponsor(s) (list all): Congressional Institute
	January 31-February 1 Travel date(s):
	Note: If you plan to extend the trip for any reason you <u>must</u> notify the Committee.
	Destination(s): The Greenbrier, White Sulphur Springs, WV
	Explain how this trip is specifically connected to the traveler's official or representational duties:
4	This conference will add to my understanding of the policies that would be a part of the legislative agenda in the upcoming session as deputy staff director. These issues are all in my portfolio
	Name of accompanying family member (if any):
	I certify that the information contained in this form is true, complete and correct to the best of my knowledge:
	12/21/2017 matanss
	(Date) (Signature of Employee)
	TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms Secretary for the Majority, Secretary for the Minority, and Chaplain):
	I. Sch. John Thune hereby authorize Ann Marie Hauser
	related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for
AM.	private gain.
	I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation
	of the Senate. (signify "yes" by checking box)
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	(Signature of Supervising Senator/Officer)

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee MUST also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

Des	scription of the trip: An educational policy conference to examine important issues with policy
ex	perts and Members of the House and Senate.
Dat	es of travel: January 31 - February 2, 2018
Pla	ce of travel: White Sulphur Springs, WV
Na	ne and title of Senate invitees: See Attached List
I ce	ertify that the trip fits one of the following categories:
X	(A) The sponsor(s) are not registered lobbyists or agents of a foreign principal <u>and</u> do not retain or employ registered lobbyists or agents of a foreign principal <u>and</u> no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip.
	(B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (see question 9).
X	I certify that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
X	I certify that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
	ertify that:
X	The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for de minimis lobbyist involvement.
X	The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (see question 9).

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9.	USE ONLY IF YOU CHECKED QUESTION 6(B) I certify that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a
	foreign principal, one of the following scenarios applies:
	(A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip.
	(B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip (see questions 6 and 10).
	(C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip.
10.	USE ONLY IF YOU CHECKED QUESTION 9(B) If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:
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11.	An itinerary for the trip is attached to this form. I certify that the attached itinerary is a detailed (hourby-hour), complete, and final itinerary for the trip.
12.	Briefly describe the role of each sponsor in organizing and conducting the trip:
	The Congressional Institute is the sole organizer and conductor of this event.
13.	Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:
	The purpose of the Congressional Institute (a 501(c)4 organization) is to promote
	public education about Congress and to hold educational conferences for Members
	of Congress, staff and others.
14.	Briefly describe each sponsor's prior history of sponsoring congressional trips:
	The Congressional Institute has a long history of sponsoring educational conferences
	for Members of Congress and staff. The Institute also sponsors retreats for Chiefs
	of Staff and Legislative and Communication Directors.
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develops resources s	such as a House Floo	r Procedures Manu	ual and the book Su	rviving
Inside Congress. The	Institute also manag	ges the Congressio	nal Art Competition	
Total Expenses for Each				
	Transportation Expenses	-Lodging -Expenses	Meal	Other Expenses
Good Faith estimate	\$267	\$93 + tax	\$64	\$223 Facility Rent
Amounts	Spouse (if applicable): \$267	Spouse (if applicable):	Spouse (if applicable):\$64	Spouse (if applicable): \$157 Facility Rent
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21.	Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:		
	Lodging: Per Diem: \$93 vs. Our room rate: \$93		
	Meals: Per Diem (2 half days): \$76.50 vs. our meal costs: \$64		
22.	Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:		
	Atendees will travel via charter coach-class train to the Greenbrier and by bus on		
	the return trip.		
23.	I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).		
24.	List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:		
	N/A		
25.	I hereby certify that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you must include a complete signature page for each additional sponsor): Signature of Travel Sponsor:		
	Name and Title: Mark Strand. President		
	Name of Organization: Congressional Institute		
	Address: 1700 Diagonal Road #730, Alexandria, VA 22314		
	Telephone Number: 703-837-8812		
	Fax Number: 703-837-8817		
	E-mail Address: <u>Strand@conginst.org</u>		